



**VIRGINIA BOARD OF  
ACCOUNTANCY BYLAWS  
FEBRUARY 2020**

**Article I – Members**

The appointment and limitations of service of the members shall be in accordance with Section 54.1-4402-54.1-4404 of the Code of Virginia.

**Article II - Officers of the Board**

Officers of the Board shall consist of Chair and Vice Chair. The terms of office of the Chair and Vice Chair shall be for 12 months or until succeeded. The term of each office shall begin July 1 of each year. No officer shall be eligible to serve more than two consecutive terms in the same office unless serving an unexpired term.

- A. Chair: The Chair shall preserve order and preside at all meetings according to parliamentary rules, the Virginia Administrative Process Act, and the Virginia Freedom of Information Act. The Chair shall sign his or her name as Chair to the certificates authorized to be signed by the Chair.
- B. Vice Chair: The Vice Chair shall act as Chair in the absence of the Chair.
- C. Order of succession: In the event of a vacancy in the office of Chair, the Vice Chair shall assume the office of Chair for the remainder of the term. In the event of a vacancy in the office of Vice Chair, a special election will be held.

**Article III - Election of Officers**

The Board shall elect officers for a term of one year. The term of each office shall begin July 1 of each year.

Board members may nominate fellow Board members for Chair and Vice Chair at the first scheduled Board meeting following April 1 of each year. The election of officers shall occur at this meeting. The elected officers shall assume their duties July 1 of each year.

- A. Officers shall be elected at a meeting of the Board with a quorum present.
- B. Voting shall be by voice vote, roll call or show of hands. A simple majority shall prevail with the current Chair casting a vote only to break a tie.
- C. The election shall occur in the following order: Chair, Vice-Chair.

**Article IV – Committees**

- A. The Board may establish committees as deemed necessary to assist the Board in its work.



- B. The Board shall approve the members of the committees. The Board may appoint members to a committee who are not members of the Board when it serves the purpose of the committee.
- C. The work of committees shall be outlined in policy and be advisory to the board unless otherwise specified.

### **Amendments to Bylaws**

Amendments to these bylaws may be proposed by presenting the amendments in writing to all Board members seven calendar days prior to any scheduled Board meeting.